

**To: Members of the Budget and Administration Committee**

**Quorum: 3**

**You are hereby requested to attend a meeting of the Budget and Administration Committee of  
BERWICK-UPON-TWEED TOWN COUNCIL to be held in The Meeting Room, Berwick-upon-Tweed Town Council Office,  
Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on MONDAY, 09 SEPTEMBER 2024 AT 6:00 PM.**

**The Agenda for the meeting is set out below.**

**Cllr J Robertson**

**Proper Officer**

**04 September 2024**

## **AGENDA**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF ITEM</b>		<b>APPS</b>
<b>1.</b>	<b>OPEN SESSION</b>	Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.  This is for a period of 15 minutes overall and is limited to 3 minutes per person.	
<b>2.</b>	<b>APOLOGIES FOR ABSENCE</b>	To receive apologies for absence.	
<b>3.</b>	<b>MINUTES</b>	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Monday, 22 July 2024.	<b>Draft Minutes</b>

4.	<b>DISCLOSURE OF INTERESTS</b>	<p>(i) Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.</p> <p>(ii) To receive and consider requests from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.</p>	
5.	<b>ANY OTHER URGENT BUSINES</b>	To be agreed by the Chair, open and / or confidential.	
6.	<b>RESPONSES TO AUDIT</b>	To note the successful conclusion of the internal audit and to deal with any issues raised.	
7.	<b>SCHEDULE OF POLICIES</b>	<p>i. To receive an update and consider priorities,</p> <p>ii. To consider a Flexible &amp; Predictable Working Pattern Policy for adoption,</p> <p>iii. To consider a Health and Safety Policy for adoption, and</p> <p>iv. To consider a GDPR Policy for adoption.</p>	<b>App A</b>
8.	<b>FINANCE QUERIES LOG</b>	<p>i. To receive an update, and</p> <p>ii. Splash Park – costs to date.</p>	
9.	<b>INTERNAL CONTROLS</b>	To delegate to two Councillors authority to carry out internal control duties.	
10.	<b>FINANCE TRAINING</b>	To receive an update.	
11.	<b>LITTER BINS</b>	To consider a request for 5 more litter bins fitted with seagull flaps and to further consider a virement from reserves to cover the cost.	

12.	<b>NOTIFICATION OF PAYMENTS AND RECEIPTS</b>	To note payments and receipts in July.	<b>App B</b>
13.	<b>BANK RECONCILIATIONS</b>	To note the bank reconciliation processes for June and July.	<b>App C App D</b>
14.	<b>PURCHASE ORDERS</b>	To note the purchase orders raised.	<b>App E</b>
15.	<b>ACTION PLAN</b>	To receive an update – Priorities are: <ul style="list-style-type: none"> <li>• Web site update (BA51),</li> <li>• Events Schedule (BA53),</li> <li>• Community Emergency Plan (BA54) and</li> <li>• Strategic Planning Update.</li> </ul>	
16.	<b>EXPENDITURE VS BUDGET YEAR TO DATE</b>	i. To note the report, and ii. To receive a verbal update on grant monies awarded.	<b>App F</b>
17.	<b>ITEMS FOR NEXT AGENDA AND ACTIONS ARISING</b>	To confirm items for the next agenda and agreed actions.	
18.	<b>DATE OF NEXT MEETING</b>	The next meeting of the committee will be held on Monday, 11 November 2024 at 6:00 pm.	
	<b>The Committee may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.</b>		
19.	<b>BANKING ARRANGEMENTS</b>	To consider the report.	<b>App G</b>
	<b>MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE</b>		
	<b>Councillors: Rachel Driver, Mike Greener, Laura Hawken, Rosemary Mackenzie and Thomas Stewart.</b>		